



UIM/ Business Transition and Training
Department of Workforce Development

Uplink **Large Scale Employer** **Separations**


Prepared by
UIM Business Transition
and Training Team

Through Uplink Employer Self Service you now have access to enhanced services 24/7.

This web-based initiative from the Indiana Department of Workforce Development will allow you to access and maintain your state unemployment tax account easily and at your own convenience.

The Large Scale Employer Separation software is a user friendly way for an employer to establish an online profile for each period of layoff or shutdown.

To get started you sign on to ESS at <https://uplink.in.gov/ESSLogon.htm> and access the Large Scale Employer Separation software. For more information on how to use LSES and ESS, go to <http://www.in.gov/dwd/2467.htm>.



UIM/ Business Transition and Training
Department of Workforce Development

LSES Advantages

- Reduced / Eliminated Fact Finding
- Faster Payments
- Reduced questions from employees


What are the advantages of using this online application?

One of the biggest advantages to you is if you provide the income prior to the layoff, the agency should not have to contact you concerning deductible income.

This means the number of contacts an employer receives from the agency will be greatly reduced. In the past, you could have received literally hundreds of individual requests for income related issues.

Now, by using the online application, you can provide the department with that information up front and contained in one file.

This will lead to more timely payments to the claimant, which leads to reduced questions from the employee to you the employer.



UIM/ Business Transition and Training
Department of Workforce Development

CSV Files

- Universal file format
- Works with Excel and other spreadsheets
- Not dependent on the version of software
- Virtually any software can create a CSV file

The secret to this program is that the wage report downloaded to you is in CSV format.

CSV stands for Comma Separated Value.

This is a universal format. It works with any type or version of spreadsheet software.

Sound easy enough?

Let's get started.

Slide 4

The screenshot shows the IN.gov website. At the top, there is a search bar and navigation links for various state departments. The main header features the 'Indiana Department of Workforce Development' logo. Below this, there is a large banner for 'REPORT UNEMPLOYMENT INSURANCE FRAUD'. On the left side, there is a sidebar with links to 'DWD Home', 'About', 'Unemployment', 'Job Search and Career Training', 'Employers', 'News', 'Partners', 'Hoosiers By the Numbers', and 'Contact Us'. On the right side, there is a 'Online Services' menu with the following items: 'Calculate Remaining Weeks of Benefits', 'Filing for Unemployment', 'Employer Self-Service for Unemployment Insurance' (highlighted with an orange box), 'IndianaCareerConnect.com', 'Employer Job Posting', 'Hoosiers by the Numbers', 'Business Lookup Tool', 'Search for Employment & Training', and 'Forms.IN.gov'. Below the 'Online Services' menu, there is a 'Stay Connected' section with links to 'RSS Feeds' and 'Mobile'. At the bottom, there is a 'Top FAQs' section with five questions related to unemployment insurance.

IN.gov

SEARCH

IN.gov DWD advanced search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

GOVERNOR MITCH DANIELS visit his home page >>

Find an Agency Find a Person HELP

Indiana Department of Workforce Development

learn more

REPORT UNEMPLOYMENT INSURANCE FRAUD

Indiana CareerConnect.com

Online Services FIRST IN LINE EVERY TIME

- Calculate Remaining Weeks of Benefits
- Filing for Unemployment
- Employer Self-Service for Unemployment Insurance
- IndianaCareerConnect.com
- Employer Job Posting
- Hoosiers by the Numbers
- Business Lookup Tool
- Search for Employment & Training
- Forms.IN.gov

More Online Services » Account Center »

Stay Connected

- RSS Feeds
- Mobile

Top FAQs I Want To...

1. What happens after I file my unemployment insurance claim?
2. How do I file for unemployment?
3. Where can I find unemployment insurance information for employers?
4. Where can I report unemployment insurance benefit fraud?
5. Where can I find the required employer posters?

September 10, 2010: Retroactive Vouchers for Unemployment Benefits Must Be Filed By September 25

Hoosiers eligible for retroactive unemployment benefits who have not filed their vouchers must do so by September 25, 2010. Due to the reinstatement of the federal extensions, the Department of Workforce Development (DWD) allowed eligible individuals to file up to eight retroactive vouchers. As of September 26, DWD will resume posting a maximum of three weekly vouchers. In order to qualify for these retroactive benefits, Hoosiers must have benefits remaining in their unemployment account and meet the program's other eligibility requirements.

November 19, 2009: New Federal Extension Prompts Next-Day Payment Guarantee of 5:00 p.m.

Due to the increased number of claims generated by the latest federal extension, next-day deposits on eligible claims without unresolved issues are now guaranteed by 5:00 p.m. Eastern Time the next business day. Claimants are encouraged to utilize the mobile notification feature which will call or e-mail you when your deposit has been completed. You can sign up for this feature by calling 888-393-5866 or visiting <http://www.eppicard.com>.

November 9, 2009

A new scam has emerged in other states involving text messages that target the unemployed. The

Error on page.

How do you access the Large Scale Employer Separation screen?

First, you must access the Uplink ESS system.

The easiest way is to click on the Employer Self Service for Unemployment Insurance link on the right hand side of the screen.

Slide 5

The screenshot displays the Indiana Department of Workforce Development website. At the top, the 'IN.gov' logo is on the left, and a search bar with 'SEARCH' and 'IN.gov DWD advanced search' is on the right. A navigation menu includes links for About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. A banner for Governor Mitch Daniels is on the right. The main content area is titled 'Indiana Department of Workforce Development' and 'Employer Self Service'. A central box features the 'uplink' logo and 'Employer Self-Service'. Below this, a red exclamation mark icon is next to a 'Subscribe for e-mail updates' link. A paragraph states: 'Uplink Employer Self Service (ESS) has new features to help you manage your unemployment insurance account online 24 hours a day, 7 days a week. You can now:'. A bulleted list follows: 'Respond to questions on your employees' unemployment insurance benefit claims', 'Upload quarterly wage files containing up to 200 individual employee records', 'Request the State of Indiana to certify your reported wages and contributions to the IRS', and 'Inactivate your unemployment insurance account'. Below this, another paragraph says: 'Take advantage of ESS to use these features or our other online resources. New employers can use ESS as well to create an unemployment insurance account instantly.' A link 'Access Uplink Employer Self Service' is provided. A note mentions: 'If you are a first time user of the Uplink Employer Self Service system, we recommend you take the time to view the self guided tutorial.' On the left sidebar, there's a 'DWD Home' section with links like 'Employers', 'Unemployment Insurance Taxes', 'Employer Premium Rates for 2011', 'Post a Job on IndianaCareerConnect.com', 'Federal Bonding Program', 'Workforce Opportunities Tax Credit', 'JOBS Initiative', 'WARN Notices', 'Required Employer Posters', 'Hire a Vet', 'Foreign Labor Certification', 'Forms and Downloads', and 'Major Opportunities'. A 'Sign up to receive e-mail and wireless updates from DWD' link is also present. At the bottom left, there's a 'JAG Indiana' logo. On the right sidebar, 'Online Services' are listed: 'Calculate Remaining Weeks of Benefits', 'Filing for Unemployment', 'Employer Self-Service for Unemployment Insurance', 'IndianaCareerConnect.com', 'Employer Job Posting', 'Hoosiers by the Numbers', 'Business Lookup Tool', 'Search for Employment & Training', and 'Forms IN.gov'. Below this is 'More Online Services' and 'Account Center'. 'Stay Connected' includes 'RSS Feeds' and 'Mobile'. At the bottom right, 'Hot Jobs FOR TODAY' are listed: 'Hybrid Sr. Applications Engineer (Pendleton)', 'Rn Staff Development Director (South Bend)', and 'Payroll Clerk (Merrillville)'. A status bar at the bottom shows 'Error on page.' and 'Internet'.

IN.gov

SEARCH

IN.gov DWD advanced search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

GOVERNOR MITCH DANIELS visit his home page >>

Find an Agency Find a Person HELP

Indiana Department of Workforce Development

DWD > Employers > Unemployment Insurance Taxes > Employer Self Service

Employer Self Service

uplink
unemployment programs
Employer Self-Service

Subscribe for e-mail updates >

Uplink Employer Self Service (ESS) has new features to help you manage your unemployment insurance account online 24 hours a day, 7 days a week. You can now:

- Respond to questions on your employees' unemployment insurance benefit claims
- Upload quarterly wage files containing up to 200 individual employee records
- Request the State of Indiana to certify your reported wages and contributions to the IRS
- Inactivate your unemployment insurance account

Take advantage of ESS to use these features or our other online resources. New employers can use ESS as well to create an unemployment insurance account instantly.

[Access Uplink Employer Self Service](#)

If you are a first time user of the Uplink Employer Self Service system, we recommend you take the time to view the self guided tutorial.

Unemployment Insurance Online System

ESS Help Tools

Most of the information located in the ESS Help Tools section is now contained in the new ESS tabbed interface. To access a wide variety of ESS Help Tools, click on the link listed below.

Online Services
FIRST IN LINE EVERY TIME

- Calculate Remaining Weeks of Benefits
- Filing for Unemployment
- Employer Self-Service for Unemployment Insurance
- IndianaCareerConnect.com
- Employer Job Posting
- Hoosiers by the Numbers
- Business Lookup Tool
- Search for Employment & Training
- Forms IN.gov

More Online Services >
Account Center >

Stay Connected

- RSS Feeds
- Mobile

Hot Jobs FOR TODAY

- Hybrid Sr. Applications Engineer (Pendleton)
- Rn Staff Development Director (South Bend)
- Payroll Clerk (Merrillville)

Error on page.

Internet

100%

Click on the link in the center of the screen to access the ESS (Employer Self Service) system.

Slide 6

Good Morning Wednesday, May 30, 2007 Help | Contact | Resources

EMPLOYER SELF SERVICE LOGON

INDIANA WORKFORCE DEVELOPMENT

Please Logon

Fields marked with an asterisk * are required.

Username * WTG7TE

Password * *****

Logon

[New User?](#) [Forgot Password?](#) [Forgot Username?](#)

Important Information


Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

On the logon screen, you will enter your Username and Password that you previously created in the Employer Self Service (ESS) system and then click on the *Logon* button.

Slide 7



INDIANA
WORKFORCE
DEVELOPMENT


- Home
- Quarterly Reporting
- Make A Payment
- Profile Maintenance
- Employer Summary
 - Contribution Reports
 - Wage Reports
 - Liabilities
 - Payments
 - Rate History
 - Confirmation List
- User Maintenance

Good Afternoon Ellen

Tuesday, May 29, 2007

[Help](#) | [Contact](#) | [Resources](#) | [Logoff](#)

EMPLOYER SUMMARY



Doing Business As : Business Type : Corporation For Profit

Profile Information

Primary Address

Smart Links

[IWT Payment Due](#)

Current Year : Rate 2007 : 2.7%

Liabe Date 10/01/2005

Status Active

Status Date 10/01/2005

Business Activity Specialized Freight (except Used Goods) Trucking,

Recent Payments

Payment Date	Payment Amount	Payment Type
04/30/2007	\$ 189.00	Electronic Check
06/01/2006	\$ 6.30	Manual Check
05/08/2006	\$ 189.00	Manual Check
03/22/2006	\$ 189.00	Manual Check

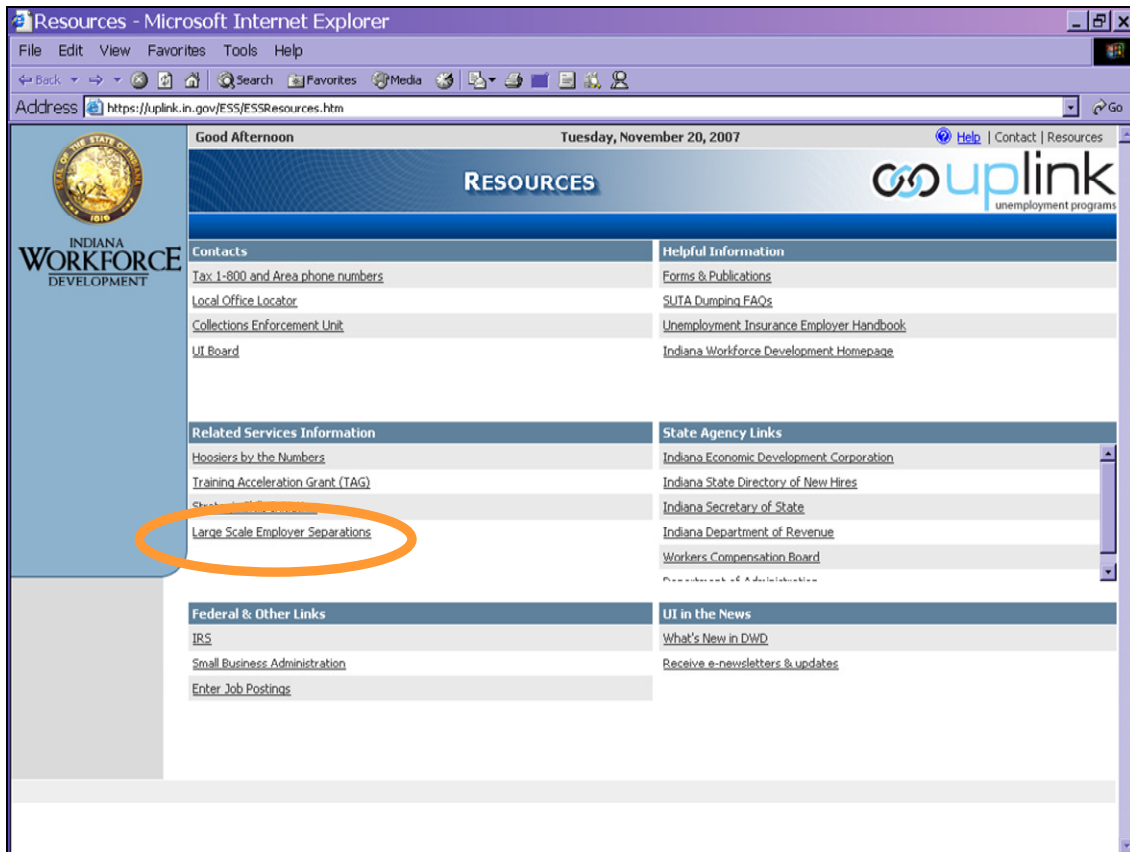
Quarterly Report Summary

Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	Other Due	Other Pd	Balance
1/2007	\$ 19,188.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1/2006	\$ 19,430.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4/2005	\$ 7,500.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Your Employer Summary page is displayed.

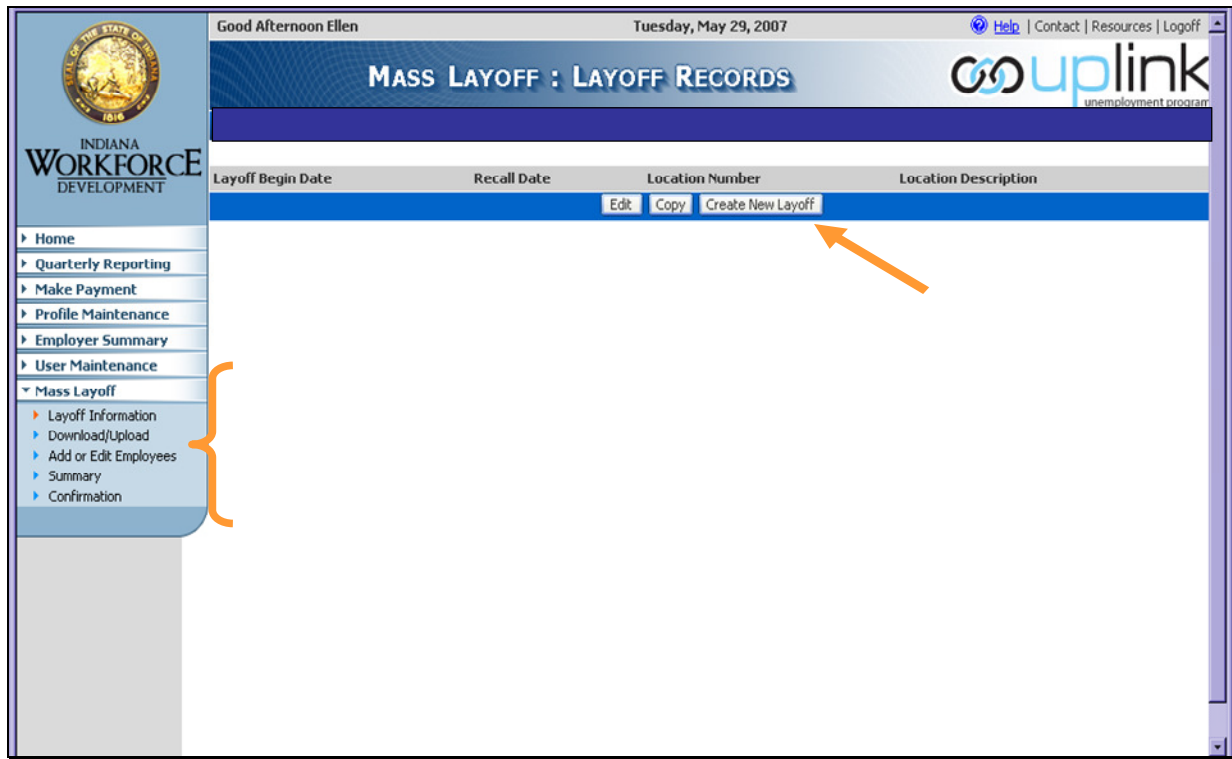
You will need to click on the *Resource* link in the upper right section of the screen to access the Large Scale Employer Separations menu.

Slide 8



The link for the Large Scale Employer Separation program is found in the left hand column under the *Related Services Information* heading.

Slide 9



The Mass Layoff option, located on the left hand navigation bar, has a drop down menu with five options.

If prior layoffs had been entered into the system, they would be listed on this screen.

Since there are no lay off records shown on this screen, this will be your first entry into the LSES screens.

Click on *Create a New Layoff* to get started.

Slide 10

Good Afternoon Ellen Tuesday, May 29, 2007 Help | Contact | Resources | Logout

MASS LAYOFF : LAYOFF INFORMATION

Fields marked with an asterisk * are required.

Please provide the following information pertaining to the layoff.

Layoff begin date * 06/22/2007 (mm/dd/yyyy)

Return to work date * 08/06/2007 (mm/dd/yyyy) OR ☐ Permanent ☐ Indefinite ☒ Use Date

Location affected View Locations

In the event more information is needed, please provide the contact information.

Contact person name * Kathy Smith

Phone number * 574-111-2222 (999-999-9999)

Email address * ksmith@xyz.net (xxx@yyy.zzz)

Fax number: (999-999-9999)

Click the "Next" button to either download a list of employees on the wage report or upload layoff information [Next](#)

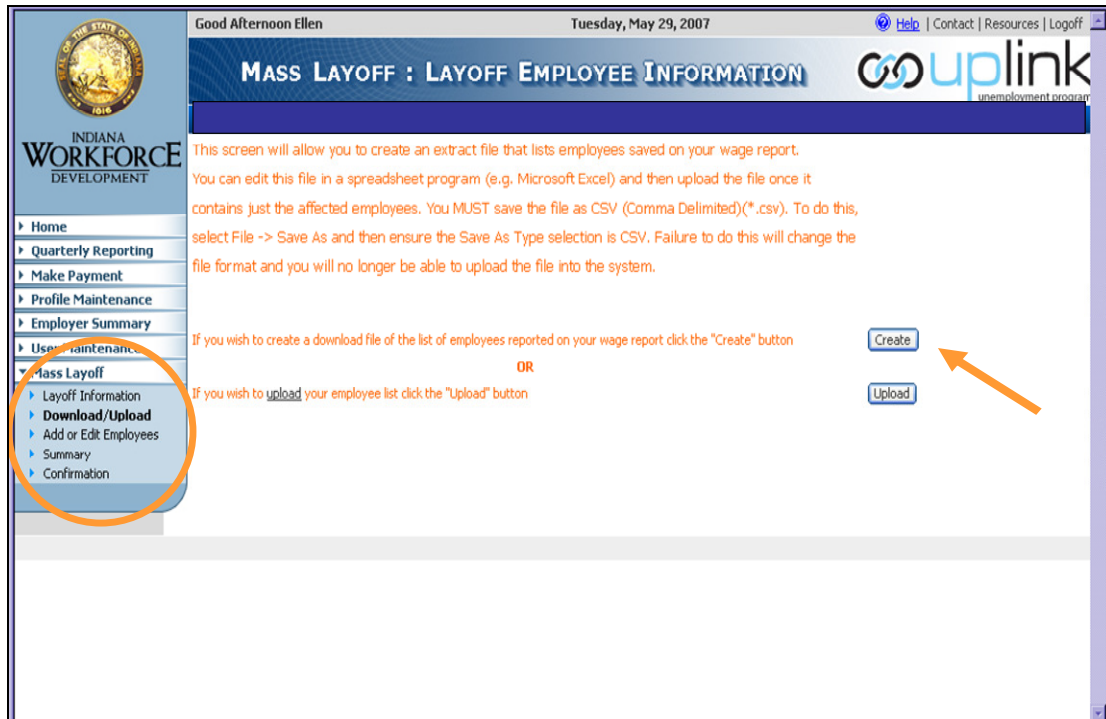
On this screen you enter information to create the layoff profile.

To enter a date, you can either manually type it in, using the correct format, or use the calendar icon.

Keep in mind the orange asterisks indicate mandatory fields.

Once all the information has been entered, click on the *Next* button.

Slide 11



Notice as you move through the screens, the drop down menu on the left side navigation bar will **BOLD** the item you are currently viewing.

You can tell at a glance how far you have progressed through the screens.

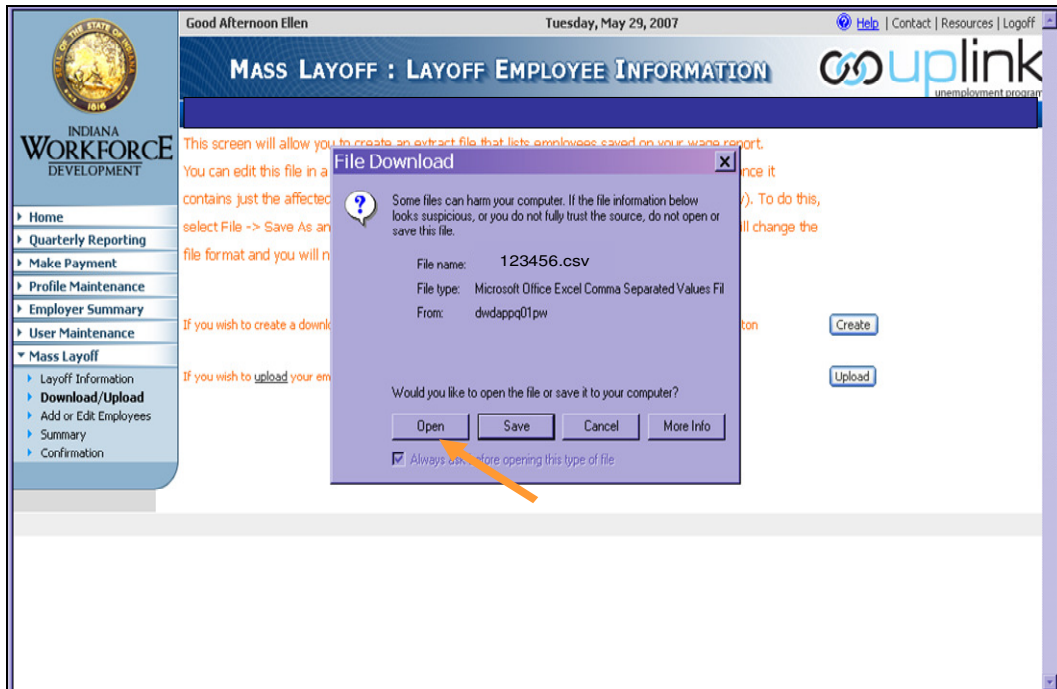
Notice on this screen print Download/Upload is shown in **BOLD** font.

This screen gives you the option to either Create the employee listing or Upload it.

You must first create the report and save it before it can be uploaded.

Let's click on *Create*.

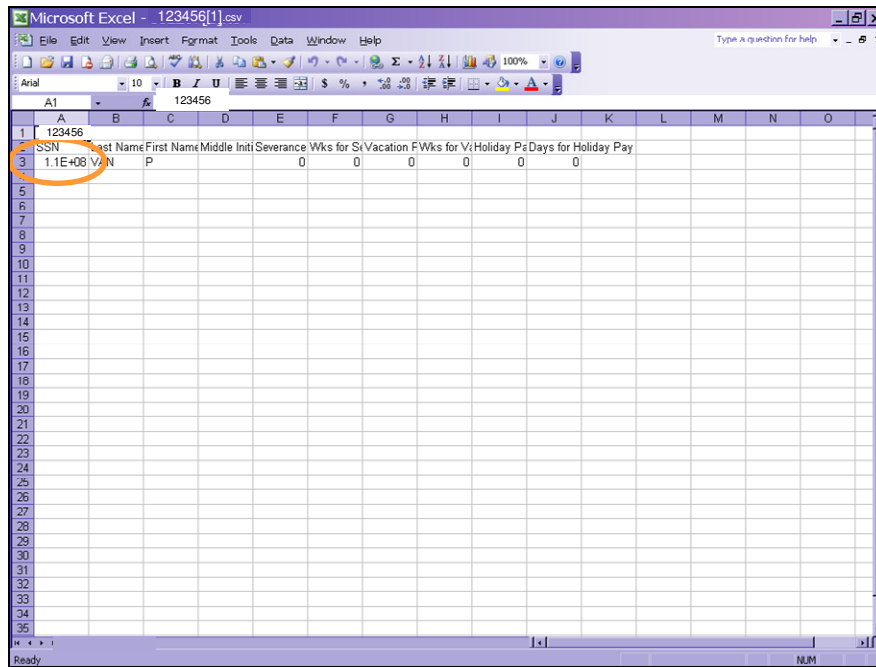
Slide 12



Once you click on *Create*, the File Download window is displayed.

Click *Open* and an entire list of your employees from your most recent quarterly wage file will be displayed.

Slide 13



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - 123456[1].csv". The spreadsheet has columns labeled A through O and rows numbered 1 through 35. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	123456														
2	SSN	Last Name	First Name	Middle Init	Severance	Wks for St	Vacation	F Wks for V	Holiday	P	Days for	Holiday Pay			
3	1.1E+06	V	N	P	0	0	0	0	0	0	0				
4															
5															
6															
7															
8															
9															
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34															
35															

Your most recently filed quarterly wage record will be downloaded into whichever spreadsheet software you use (such as Microsoft Excel, Lotus 123).

Edit the spreadsheet to show only those employees affected by this particular layoff. Everyone else needs to be deleted from this report.

If you lay someone off that was hired since you submitted your last quarterly report, they will need to be added to this spreadsheet. To add a new employee, enter the social security number and their name to the bottom of this listing.

The easiest place to edit the employee listing is from this spreadsheet. By using the scroll bar on the right side of the screen you can scroll through the entire employee listing.

Please notice the scientific formula of the SSN column. This is due to the fact that when the file is downloaded to you, the social security number column is not wide enough to view the entire number.

To expand the column to the proper width, place your cursor on the cell separator line between Column A and Column B. Left click and hold your mouse down and drag the cell separator line to the right until the entire social security number is visible.

Slide 14

The screenshot shows a Microsoft Excel spreadsheet with the following data:

1	2	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	123456														
2	SSN	Last Name	First Name	Middle Initial	Severance	Wks for SV	Vacation	H-Wks for V	Holiday	P4	Days for Holiday	Pay			
3	111111111	VAN	P		0	0	0	0	0	0	0				
4	999999999	REED	R		0	0	250	1	0	0					
5	000000000	YINVO	A		0	0	500	2	0	0					
6	777777777	BAT	E		0	0	0	0	64	1					
7	666666666	COBB	S		0	0	0	0	97	1					

Keep in mind that some social security numbers start with zeros. The leading zeros in the social security number will automatically be suppressed, even after you expand the width of the column.

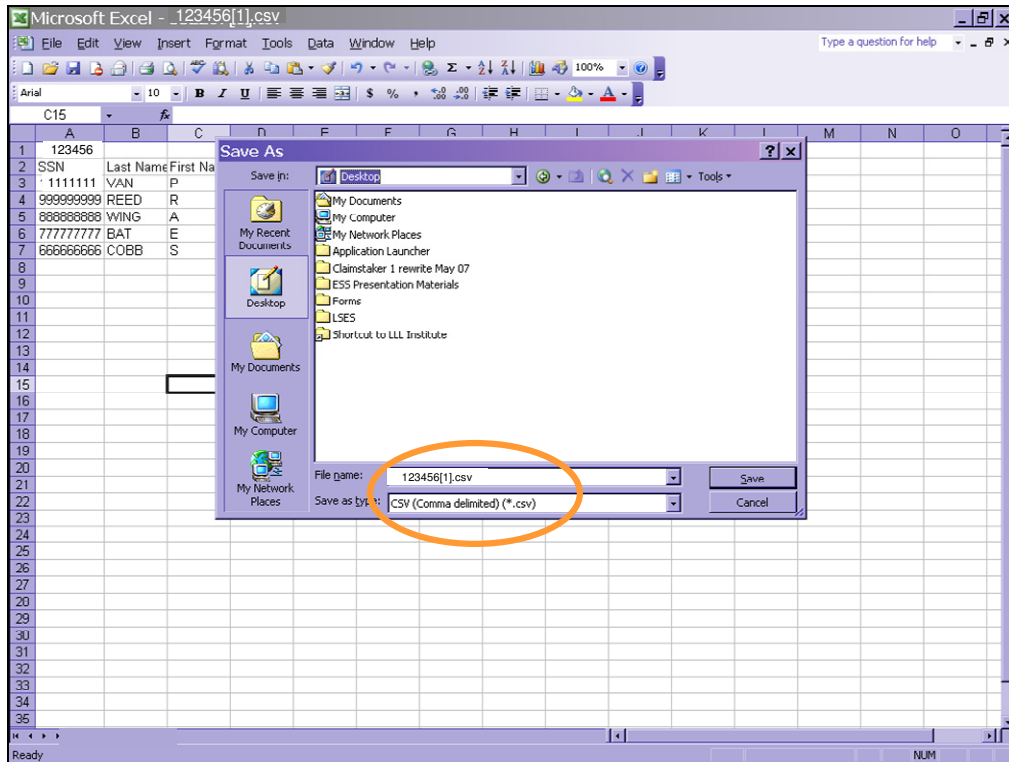
Not to worry. When you upload the file back to the Department, the leading zeros will be part of the social security number.

If anyone on the spreadsheet has or will receive any type of severance, vacation or holiday pay, complete the appropriate columns showing the gross amount of the payment and how many weeks or days the payment will cover.

Please note holiday pay is shown in days but severance and vacation pay are listed as weeks. Any portion of a week is rounded up for vacation or severance pay. For example, if you paid someone three days vacation pay, it will be shown as one week. But the gross amount will reflect the actual payment.

Once you have a complete listing of the affected employees and have indicated the gross amount of the vacation, holiday or severance pay, you are ready to save the file.

Slide 15



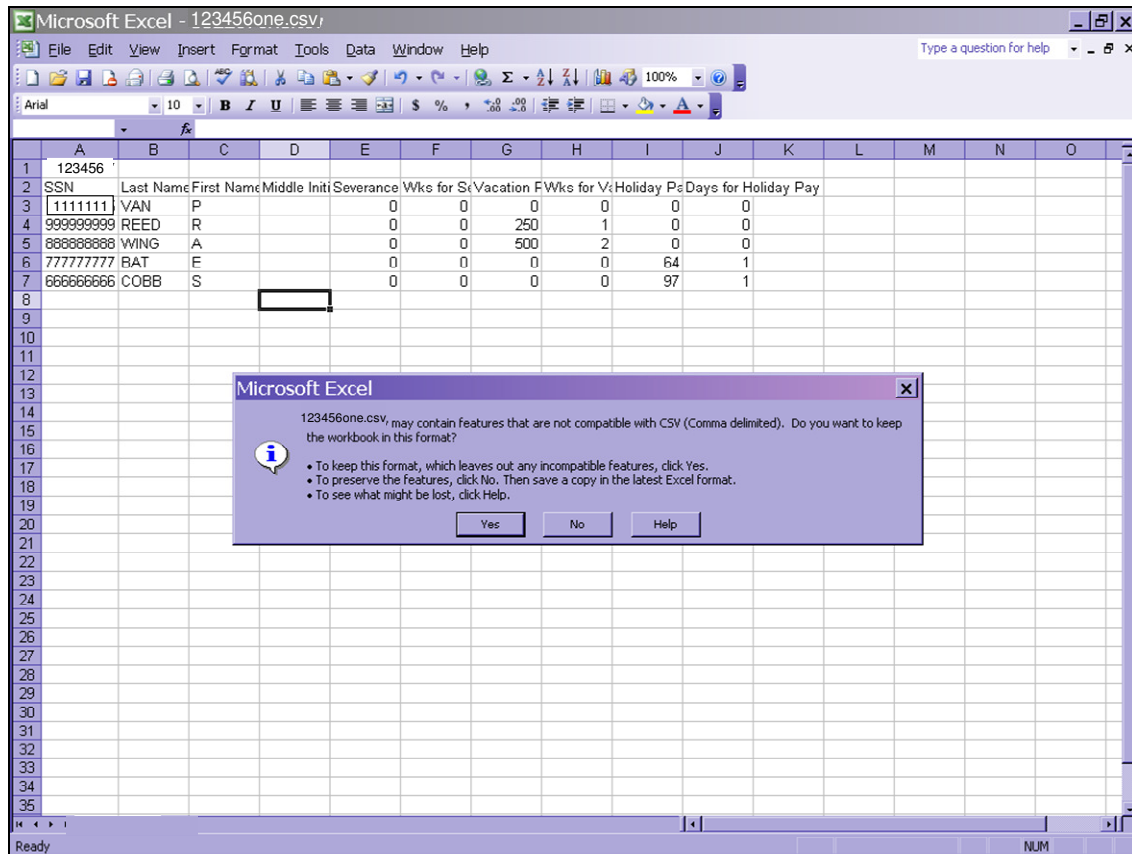
The Save As box will default to the CSV format. You need to make certain you maintain that format.

Why?

This assures when you upload the file back to the department, it will be in the correct format.

Click Save.

Slide 16



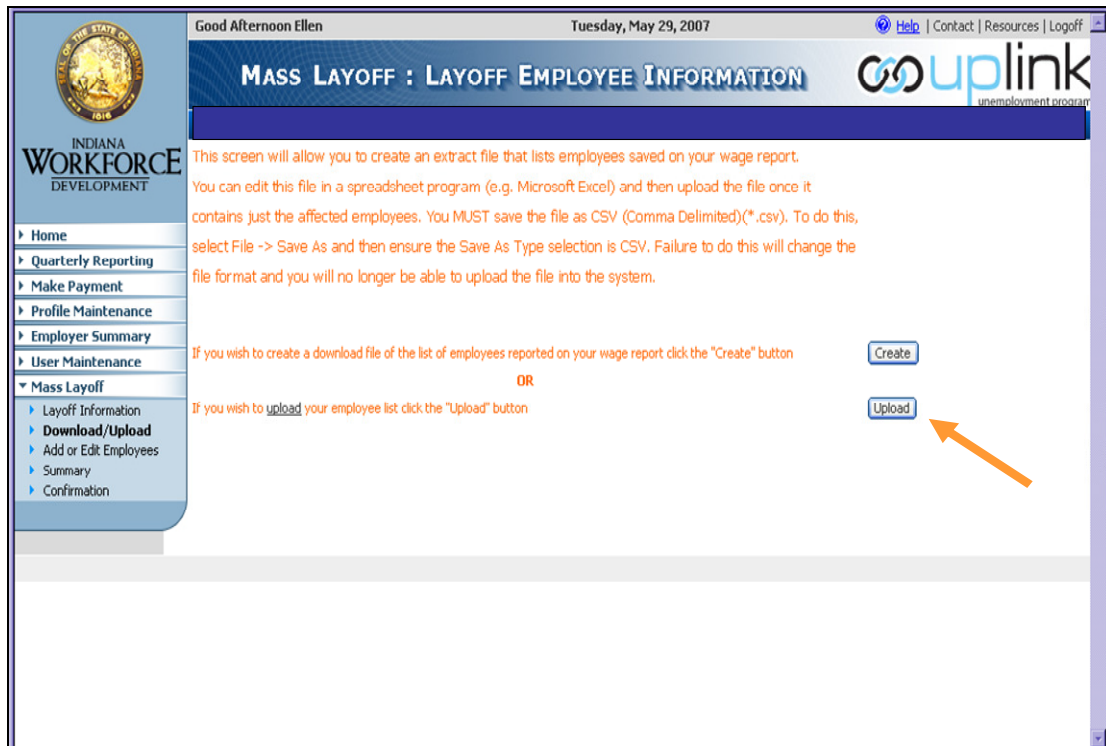
Once you click on the Save button, this pop up window is visible asking if you want to maintain the file in CSV format.

You will be asked this multiple times.

You need to click Yes, each time, to assure the saved file will remain in the correct CSV format.

When the spreadsheet software closes, you will be taken back to the Layoff Employee Information screen.

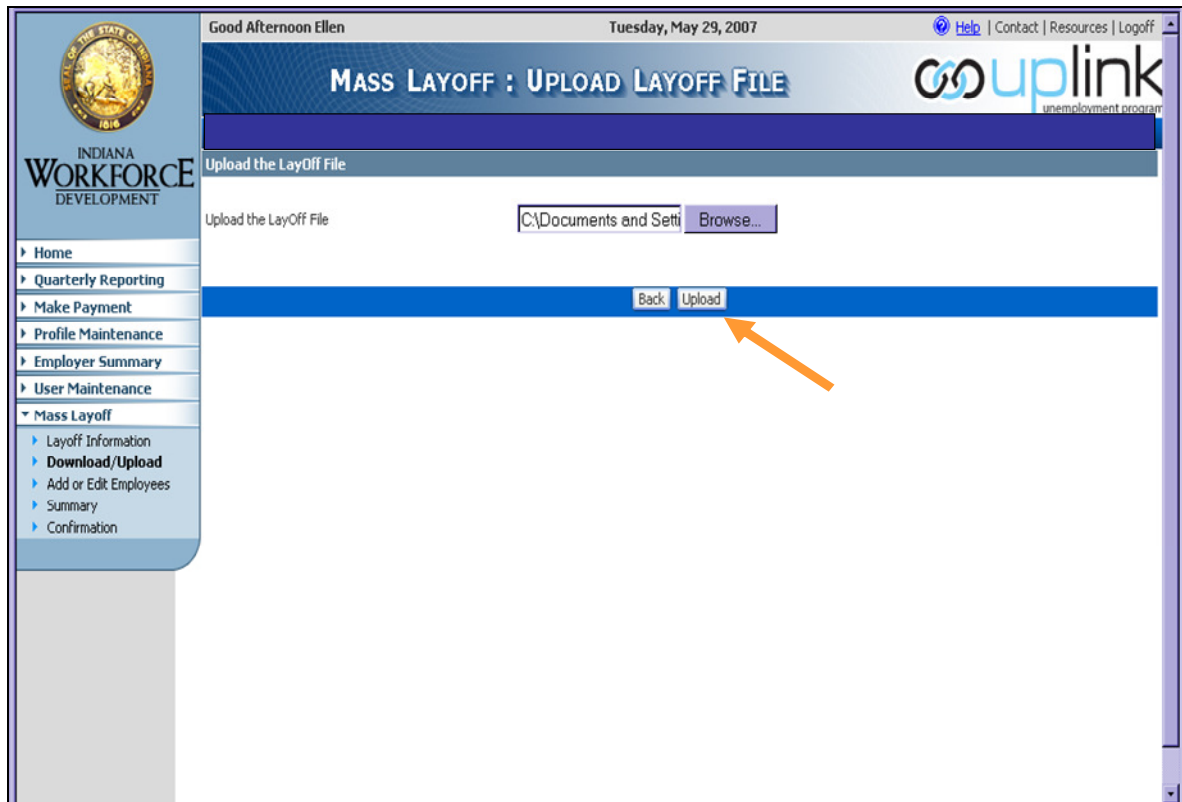
Slide 17



You are now ready to start the process to upload the spreadsheet to the Department of Workforce Development.

Click on *Upload*.

Slide 18



You will need to click the Browse button to locate your saved file.

Once you have located the file, click on it and address window will populate with the address.

You are now ready to upload the file.

Click on *Upload*.

Slide 19

Good Afternoon Ellen Tuesday, May 29, 2007

MASS LAYOFF : SUMMARY

Please review the following to ensure all the Claimants have been added.
To delete a claimant click on the checkbox.
Use the "Print" button to create a list of the employees in the layoff.
Click "All" to print a list of all of the employees in the layoff, or a letter for just the employees with a last name starting with that letter.

Print

Click to display Names starting with the letter

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Delete	SSN	Last Name	First Name	Severance		Vacation		Holiday	
				Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
<input type="checkbox"/>	777777777	BAT	E	0.00	0	0.00	0	64.00	1
<input type="checkbox"/>	666666666	COBB	S	0.00	0	0.00	0	97.00	1
<input type="checkbox"/>	999999999	REED	R	0.00	0	250.00	1	0.00	0
<input type="checkbox"/>	001111111	VAN	P	0.00	0	0.00	0	0.00	0
<input type="checkbox"/>	888888888	WING	A	0.00	0	500.00	2	0.00	0

Select employees from the list above and click "Remove" to remove employees from the layoff list

To add employees that are NOT in the above list, or to edit employees in the list, click the "Edit" button

To finalize and submit the layoff information click the "Next" button

Remove Edit Next

This is the summary screen of the uploaded file.

If it is a case that you need to add or edit employee data, click on the hyperlink of the individual letter of the employees last name.

From this screen, you can remove or edit employees that were included in this layoff record.

You can also print a list of the affected employees.

Keep in mind you can only see a limited number of employees on this screen at one time. For that reason, it is easier to make your corrections on the spreadsheet itself and then upload the corrected file.

Slide 20

Good Afternoon Ellen Tuesday, May 29, 2007

MASS LAYOFF : ADD OR EDIT EMPLOYEES

To add an employee please complete the following information.
To edit an employee please enter the SSN and select Search.

Manually type in SSN → 999999999 Search

First Name: * REED
Last Name: R

Severance Pay: 0.0 Number of Weeks: 0
Vacation Pay: 250.0 Number of Weeks: 1
Holiday Pay: 0.0 Number of Days: 0

Save Clear Screen

Successfully added employees

SSN	Last Name	First Name	Severance		Vacation		Holiday	
			Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
666666666	COBB	S	0.00	0	0.00	0	97.00	1
999999999	REED	R	0.00	0	250.00	1	0.00	0
001111111	YAN	P	0.00	0	0.00	0	0.00	0
888888888	WING	A	0.00	0	500.00	2	0.00	0


When finished adding and editing employees click the "Finished" button Finished

There are a couple of ways to locate an employee.

You can manually type the social security number in the Employee social security number field and click on the *Search* button.

Or you can locate the employee in the detailed listing on the bottom half of the screen and click on the individual's social security number link.

Slide 21



INDIANA
WORKFORCE
DEVELOPMENT


- Home
- Employer Summary
- Profile Maintenance
- Quarterly Reporting
- Make Payment
- User Maintenance
- Mass Layoff
 - Layoff Information
 - Download/Upload
 - Add or Edit Employees
 - Summary
 - Confirmation

Good Afternoon Ellen

Tuesday, May 29, 2007

Help | Contact | Resources | Logout

MASS LAYOFF : SUMMARY



Please review the following to ensure all the Claimants have been added.
To delete a claimant click on the checkbox.
Use the "Print" button to create a list of the employees in the layoff.
Click "All" to print a list of all of the employees in the layoff, or a letter for just the employees with a last name starting with that letter.

Click to display Names starting with the letter
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Delete	SSN	Last Name	First Name	Severance		Vacation		Holiday	
				Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
<input type="checkbox"/>	666666666	COBB	S	0.00	0	0.00	0	97.00	1
<input type="checkbox"/>	555555555	JONES	R	0.00	0	0.00	0	150.00	1
<input type="checkbox"/>	999999999	REED	R	0.00	0	250.00	1	57.00	1
<input type="checkbox"/>	333333333	RICE	R	0.00	0	1,000.00	2	0.00	0
<input type="checkbox"/>	444444444	SMITH	R	0.00	0	0.00	0	150.00	1
<input type="checkbox"/>	001111111	VAN	P	0.00	0	0.00	0	0.00	0
<input type="checkbox"/>	888888888	WING	A	0.00	0	500.00	2	0.00	0

Select employees from the list above and click "Remove" to remove employees from the layoff list
To add employees that are NOT in the above list, or to edit employees in the list, click the "Edit" button
To finalize and submit the layoff information click the "Next" button

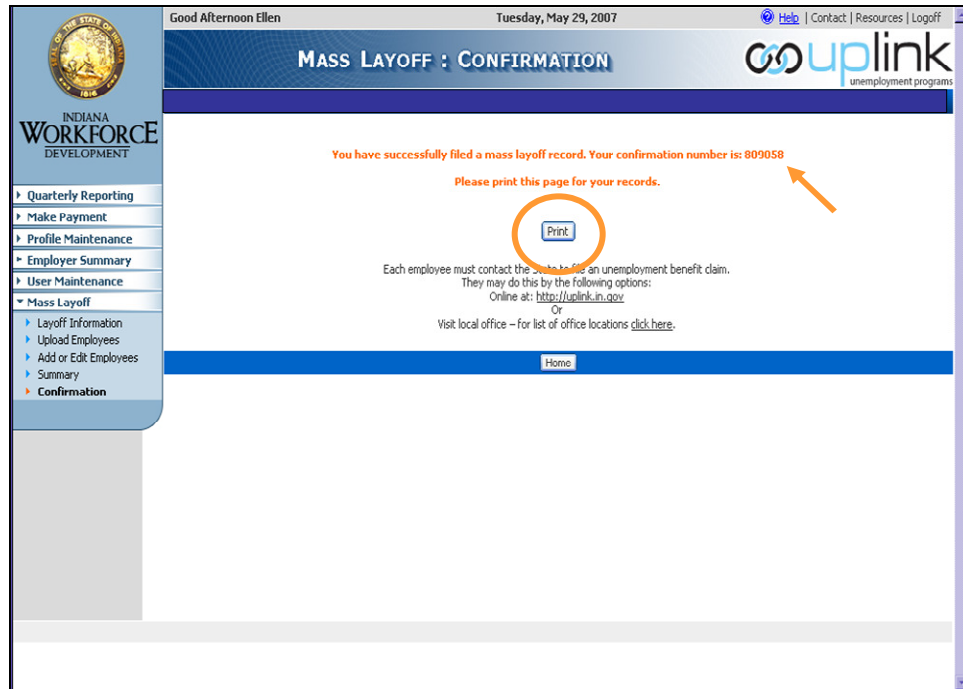
Remove

Edit

Next

Once your data for this layoff is correct and complete, click on *Next* to finalize and submit the layoff report.

Slide 22




This is your confirmation page that you have successfully submitted a layoff record.

We encourage you to print this page as it contains your confirmation number.

You can access your Home Page by clicking on the *Home* button or click on the *Logoff* button to exit the system.

Slide 23

Good Afternoon Ellen Tuesday, May 29, 2007

MASS LAYOFF : LAYOFF RECORDS 

Layoff Begin Date	Recall Date	Location Number	Location Description
<input type="radio"/> 06/15/2007	08/20/2007		ALL
<input checked="" type="radio"/> 06/22/2007	08/06/2007		ALL

[Edit](#) [Copy](#) [Create New Layoff](#)


INDIANA WORKFORCE DEVELOPMENT

- Home
- Quarterly Reporting
- Make Payment
- Profile Maintenance
- Employer Summary
- User Maintenance
- Mass Layoff
 - Layoff Information
 - Download/Upload
 - Add or Edit Employees
 - Summary
 - Confirmation

This is what the Mass Layoff screen looks like after you have accessed the system and completed the data entry.

This particular employer has entered two records.

You would have the ability to copy an existing layoff record up to 60 days past the original layoff date.



UIM / Business Transition and Training
Department of Workforce Development

~ Uplink LSES Assistance ~

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Thank you for your interest in the Large Scale Employer Separation Uplink system.

If you need further information, please contact Jeremie Dexter, Carol Hunter, or Josh VandeVoort at the phone number or email addresses listed on this screen.